

Workshop #9

Budget Development for Research Proposals

May 23, 2024

Audience Activity – Answer Key

Instructions: Find the **six issues** in this budget, then identify the type of issue and suggest a solution. Assume that applicable taxes have been incorporated into all costs.

Type of budget: SSHRC Insight Development Grant (IDG)

Period: 1 year (July 1, 2024 to June 30, 2025)

Category of expense	Amount	#	Type of issue	How to solve it
PERSONNEL COSTS				
Students Salaries and Benefits/Stipends				
2 Master of Art student annual stipends (\$10,000 per student), from July 1, 2024 to June 30, 2025	\$20,000			
Graduate Research Assistant 1 10 h/week, from September 1, 2024 to December 22, 2024 = 120 h @ \$33/h (includes 10% benefits)	\$3,960			
Graduate Research Assistant 2 10 h/week, from September 1, 2024 to December 22, 2024 = 160 h @ \$22/h (includes 10% benefits)	\$3,520			
Gift cards to 48 research participants @ \$50 each	\$2,400			
Non-Students Salaries and Benefits/Stipends				
TRAVEL AND SUBSISTENCE COSTS				
Applicant/Team Members				
Return economy airfare ticket for PI (Toronto-Madrid) to attend an academic conference in April 15-18, 2025	\$1,200			
Hotel for PI and guest in Madrid, for four nights @ \$250 each night, per person	\$2,000			
Passport renewal for PI	\$600			

NON-DISPOSABLE EQUIPMENT			
iPad for data collection	\$1,500		
OTHER EXPENSES			
Administrative support from Departmental Financial Officer	\$3,735		
Hosting for project website (one year)	\$150		
Printed materials	\$300		
48 Parking passes for research participants @ \$5 each	\$240		
TOTAL	\$39,605		

Suggested answers

Category of expense	Amount	#	Type of issue	How to solve it
PERSONNEL COSTS				
Students Salaries and Benefits/Stipends				
2 Master of Art students annual stipends (\$10,000 per student), from July 1, 2024 to June 30, 2025	\$20,000		This annual stipend is related to the federal Canada Graduate Scholarship Master's Award . Each Division has its own standard level of trainee stipends	Consult with the appropriate individual/s in the relevant Division/s to align this amount to the departmental stipend package
Graduate Research Assistant 1 10h/week, from September 1, 2024 to December 22, 2024 = 120 h @ \$33/h (includes 10% benefits)	\$3,960	1	The total number of hours is incorrect; thus, the total dollar amount is incorrect	Rectify the total and recalculate: 10 h/week * 16 weeks = 160 h 160 h @ \$33/h = \$5,280

Graduate Research Assistant 2 10h/week, from September 1, 2024 to December 22, 2024 = 160 h @ \$22/h (includes 10% benefits)	\$3,520	2	The hourly rate differs between GRA 1 and GRA 2. This inconsistency could be flagged by reviewers	Justify the rate difference by indicating if these are Master's or PhD students, or by detailing the type of work that the GRAs would be doing
Gift cards to 48 research participants @ \$50 each	\$2,400	3	Gift cards to research participants is not a compensation expense, and individuals are not paid as personnel via payroll	Move this line to Other Expenses
Non-Students Salaries and Benefits/Stipends				
TRAVEL AND SUBSISTENCE COSTS				
Applicant/Team Members				
Return economy airfare ticket for PI (Toronto-Madrid) to attend an academic conference in April 15-18, 2025	\$1,200			
Hotel for PI and guest in Madrid, four nights @ \$250 each night, per person	\$2,000	4	Accommodation for guests is not eligible, unless the guest is a dependant, as per the Guide to Financial Management (refer to Travel and Other Reimbursable Expenses, Policies and Guidelines, Allowable Miscellaneous Business-Related Items, item #10)	Remove guest from calculation or provide justification as to whether guest is a dependant
Passport renewal for PI	\$600	5	Personal expenses are not eligible	Remove from budget

NON-DISPOSABLE EQUIPMENT				
iPad for data collection	\$1,500			
OTHER EXPENSES				
Administrative support from Departmental Financial Officer	\$3,735	6	Overhead is ineligible	Remove from budget
Hosting for project website (one year)	\$150			
Printed materials	\$300			
48 Parking passes for research participants @ \$5 each	\$240			
TOTAL	\$39,605			Update the total once issues are solved.